

**City of Belmont
PARKS & RECREATION COMMISSION
REGULAR MEETING OCTOBER 2, 2013
MINUTES**

The regular meeting of the Belmont Parks & Recreation Commission of October 2, 2013 was called to order at 7:01 p.m. at the Belmont City Hall Council Chambers.

I. ROLL CALL

COMMISSIONERS PRESENT: Vice Chair Wong, Commissioner (C) Block, Youth Commissioner (YC) Fox, C Michaels, Bortoli, Sullivan and Runyan. Chair Wright arrived at 8:02 p.m.

COMMISSIONERS ABSENT: None

STAFF PRESENT: Parks and Recreation Director (PRD) Gervais, Recreation Specialist (RS) Cunningham and Secretary Saggau

II. APPROVAL OF MINUTES

C Bortoli moved, seconded by C Michaels, to approve the minutes of the regular meeting of August 7, 2013. Vote 7-0 in favor.

III. PUBLIC COMMUNICATION/COMMENTS/ANNOUNCEMENTS

C Bortoli reported on the Senior Advisory Committee meeting. The lunch program is doing well, the free Exercise and Arthritis Program has been funded for another year, a new van driver has been hired, new card tables have been purchased for the Center and the improvement project will begin soon.

PRD Gervais introduced Landscape Architect (LA) Brent Cottong to the Commission. LA Cottong has been working with staff and the Commission on the Davey Glen Park project.

PRD Gervais also introduced Recreation Specialist Sinead Cunningham who will be working at Barrett Community Center and the Library. She will working with youth and teens and recreation programs. RS Cunningham reviewed her previous work experience working with youth and teens and special needs. She expressed enthusiasm for her new role in Belmont.

PRD Gervais announced the following:

- The Synthetic Turf Project will be on the City Council's agenda on October 8, 2013.
- There will be an Active San Mateo Conference at the Belmont Sports Complex on Tuesday, October 15.
- A Barrett Ad Hoc Committee meeting was held in September that made progress.
- The Save the Music Festival would be held at Twin Pines Park on Sunday, October 6.

C Michaels stated the Barrett Ad-Hoc Committee has been making progress and has come to the realization that Barrett should be considered less of as a community center and more of as an activity or enrichment center so that they can rephrase what can be done with the building. The Committee also discussed thinking of it holistically considering not just Barrett Community Center but what Belmont has to offer throughout the City and where community needs can be met.

In response to C Michaels question PRD Gervais explained that the asphalt repair was done to the parking lot and the entire parking lot area will receive a seal coat.

IV. AGENDA AMENDMENTS

None.

V. OLD BUSINESS

a. Update on the Progress of the Planning and Design for Davey Glen Park

PRD Gervais reviewed the history and progress on the Davey Glen Park Project. He explained revisions of the plans that were made. The ramp into the park has been changed to accommodate pedestrians only. This will save financial resources and integrate more landscaping into the park. Vehicle access is not needed because of the low maintenance requirements. LA Cottong added the revision to the entrance ramp improves the views into the park and allows for space to accommodate the refuge containers, bicycle parking and a bulletin board. PRD Gervais noted there is a fire hydrant located in the vegetation by the ADA accessible parking spot so either the hydrant or the parking spot will need to be moved.

PRD Gervais presented a schedule for the project with the goal of awarding the project in the summer of 2014. He noted tree work is scheduled to be completed earlier and Davey Tree Company has appeared willing to provide low cost help with the trees at this site which was the former home of their company founder.

PRD Gervais reviewed the budget noting the estimate for this project is \$488,000 and the balance in the Planned Park Account is \$354,402. It is hoped funds or donations come in to cover the project cost.

PRD Gervais and LA Cottong responded to questions from the Commission:

- The entrance ramps will be ADA accessible.
- There is not a fence preventing people from walking past the improved park into the open space and at this time there is no plan to improve that area.
- The cost estimate will be reduced by the change in the entrance ramp but there is the potential for other unexpected expenses such as the relocation of the fire hydrant or the ADA accessible parking.
- The only other improvement project currently planned that is eligible to use the Park Improvement Fund is the trail bridge for the spillway at Water Dog Lake.
- The tree work needed at the site can be completed with tree funds.

- The community expects and wants to be part of the process when planning capital improvement projects.
- The Fire Department did not have a concern with the pathway no longer being able to accommodate vehicles.
- The number of trees to be planted in the middle of the walkway has been reduced and will be stemmed up so that vision from the street is not obstructed.
- The City will be responsible for the maintenance of the one acre of park land. There are 3 ½ acres around it that are private land and a conservation easement that the City will not maintain.
- Neighboring residents have varying degrees of acceptance. Overall, most have accepted the project but there are a few that do not want the park improved.
- The estimate for the project is good but the geotechnical report could change that. If there are not enough funds available when the cost estimate is redone with the geotechnical knowledge the project may have to be put on hold if other funding sources are not found.
- The bus stops in the traffic lane so it would not provide an option to provide ADA accessible parking.
- Approximately 50 Eucalyptus trees of varying sizes will be removed from the site. New trees will be planted on the site.
- The project is expected to take three to six months to complete construction.
- The park will be open sunrise to sunset.

**Chair Wright arrived at 8:02 p.m.*

C Michaels raised a question on the fundraising for this project. PRD Gervais noted that a tri-fold was prepared and information was included in the Activity Guide but he would be open to ideas to come up with a fundraising plan. C Runyan commented that when thinking about fundraising it would be best to encompass more than one project to limit the number of requests to the community. PRD Gervais added he and LA Cottong have discussed this and in addition to donations for benches or picnic tables another idea would be donations for the plants in the park.

C Block questioned whether saving from the decision to eliminate the service road could be used towards the project. C Block also suggested that it be considered to have the most disruptive parts of the construction be consolidated and scheduled at times that would be best for the neighborhood.

YC Fox stated she was not aware that Eucalyptus trees are dangerous and suggested putting signage up to warn people of the potential danger. She spoke in favor of donated plants and including placards on those that made the donation.

C Michaels commented he would like time scheduled to consider a fundraising plan. He suggested the city's website may be a good option to pursue fundraising. He questioned if it would be possible to forecast the Quimby Fund to get a better understanding of it.

In response to C Wright's question it was noted the garbage receptacles would remain in the proposed locations and the parks crew will roll them up the ramp.

C Runyan expressed excitement for the progress on this project and is looking forward to seeing it completed.

C Wong commented he liked the idea of having a locked gate by the hairpin turn on the ramp so that easier access is available for emergency and maintenance crews.

VI. NEW BUSINESS

None.

VII. DEPARTMENT REPORTS

A. Questions and Comments

PRD Gervais reported the following:

- Family Fun Fit Day was held at Barrett Community Center on Saturday, September 28 through a partnership with Footsteps After Care Program.
- The City was able to complete the sale of the properties in San Juan Canyon and this covered the cost of the City's purchase of the open space land. There are 20-25 acres of public property for which plans will need to be determined.
- The brick walkway to the Lodge has been falling apart and is blocked off. It may be removed and returned to a natural park area.
- The trail bridge to complete the Lake Loop trail is still planned to go the City Council for approval.
- The Senior Center Project contracts have been signed and the improvements are expected to be completed by the end of the year.

In response to C Bortoli's question, PRD Gervais said that no decision has been made on what to do with the open space area in Twin Pines beside the Manor Building.

C Bortoli commented he was not aware that cement pads were being installed in Twin Pines Park for recycle containers. He requested for a future agenda item there be discussion on how to improve communication with the Commission.

PRD Gervais stated the construction at all the school sites has been completed and the city has taken back control of field maintenance. He noted staff plans to work with the School District on the occasions that they allow parking on the fields because it causes damage to the irrigation and field surface.

PRD Gervais said that Ralston After School Sports registration is now only accepted by online registration.

C Runyan suggested that people could park at the church instead of parking on the fields for Ralston's back to school night and graduation. C Wright questioned if there could be a shuttle service for these events noting Central School has used the Caltrain station for parking and providing a shuttle.

C Block commented that the sale of the property deserves a round of applause to the City Council for their vision and securing additional open space for the City.

C Block expressed appreciation for the work on the Lake Loop realignment trail and suggested once the bridge is completed there be an opening of the trail to make more people aware of it. He suggested installing placards on the trails describing the plants and creatures in the area. PRD Gervais noted the City does plan to have a celebration when the trail is finished and recognize the volunteers that have completed the project.

In response to C Wong's question, PRD Gervais said he prepared a memo for the City Council on the Commission's response to Youth Commissioners. The City Council completed Commission interviews and may have this item on their October 22nd agenda.

B. Future Agenda Items

Barrett Status
Sports Complex Turf Project
Manor House Programming
San Juan Canyon Open Space
Paper Trails
Non-Profit Foundation
Senior Center Programs and Rental Update

VIII. ADJOURNMENT

The meeting was adjourned at 8:53 p.m.

Jonathan Gervais
Parks & Recreation Director